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ABSTRACT

As established within the framework of the UNISIST world science information system, the International Serials Data System (ISDS) is an international network of operational national and regional centers, jointly responsible for the creation and maintenance of computer based data banks, which contain essential information for the identification of serials. The aim of ISDS is to provide a reliable registry of world serial publications, covering the full range of recorded knowledge. It is responsible for assigning to each serial, published under a given title, a unique numeric code identifier, the International Standard Serial Number (ISSN). In addition, ISDS has responsibility for making its data banks available to all participating countries, organizations or individual users. The purpose of this document is to set out policies, practices and procedures for the effective operation of ISDS. Guidelines cover organizational structure, operational policies such as definition of serials, file building and dissemination, and ISDS record structure: content and interchange specifications. (Author/SL)

UNISIST

International
Serials Data System
(ISDS)

Guidelines for ISDS

ED 088454

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SC/WS/538
Paris, May 1973

United Nations Educational, Scientific and
Cultural Organization

ED 088454

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UNISIST

INTERNATIONAL SERIALS DATA SYSTEM (ISDS)

GUIDELINES FOR ISDS

Prepared by the International Centre
for the Registration of Serial Publications

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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PARIS, May 1973

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INTERNATIONAL SERIALS DATA SYSTEM

(ISDS)

HISTORICAL NOTE

In 1967, following approval by the General Conference of Unesco and the General Assembly of ICSU, the two organizations undertook a jointly sponsored inquiry into the feasibility of a world science information system (UNISIST).

Within this framework, the Working Group on Bibliographic Descriptions recognized the need for an internationally acceptable coding system for periodical titles, supported by an effective machinery for capturing, recording and disseminating accurate information on the serial literature.

Consequently, a study was carried out, which led to the "Report on the feasibility of an International Serials Data System, and preliminary system design".
This report was approved by the UNISIST Central Committee, and recommended to Unesco for implementation.

The French Government declared its readiness to establish the International Centre of ISDS, and contribute substantially to its functioning.

Meanwhile, ISO/TC 46 had developed a proposal for the International Standard Serial Number (ISSN) to be used for the unique identification of serial publications.
It was agreed that sole responsibility for controlling the assignment of ISSN should rest with the International Centre.

In his circular letter CL/2245 of 6 November 1972, the Director General of Unesco announced that, pursuant to resolution 2141 (c) adopted by the General Conference at its sixteenth session, the International Centre of ISDS had been created as a result of negotiations between the Government of France and Unesco. He invited all Member States to cooperate in the International Serials Data System by establishing a national ISDS Centre.

To explain in more detail the scope, structure, and functions of ISDS, a copy of the "Provisional Guidelines for ISDS" was attached. These provisional guidelines were revised by the ISDS Technical Advisory Committee, finalized by the Director of the International Centre, and result in the present "Guidelines for ISDS".

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1. INTRODUCTION

The International Serials Data System (ISDS), as established within the framework of the UNISIST programme (ref. 8), is an international network of operational centres, jointly responsible for the creation and maintenance of computer based data banks, which contain essential information for the identification of serials.

The aim of the ISDS is to provide a reliable registry of world serial publications, covering the full range of recorded knowledge. It is responsible for assigning to each serial , published under a given title, a unique and unambiguous numeric code identifier, the International Standard Serial Number (ISSN).

In addition, ISDS has responsibility for making its data banks available to all participating countries, organizations or individuzl users, within a time scale consistent with the need of these users.

ISDS has the potential of providing to the bibliographic data handling community internationally acceptable standards for the identification of serial publications. It offers a solution to problems inherent in the different identification conventions of libraries, abstracting or indexing services, and publishers or distributors.

The purpose of this document is to set out policies, practices and procedures for the effective operation of ISDS. It is the result of extensive discussions, and it is expected that it will form the basis for the initial phase of ISDS operations.

The Guidelines will be revised from time to time in the light of experience.

2. ISDS ORGANIZATIONAL STRUCTURE

ISDS is a two-tier system, consisting of an International Centre, and National and Regional Centres.

Administrative decisions and overall policies will be controlled by a Governing Board.

A Technical Advisory Committee will assist the International Centre in all technical matters of concern to ISDS.

The conceptual organization plan is illustrated in Fig. 1.

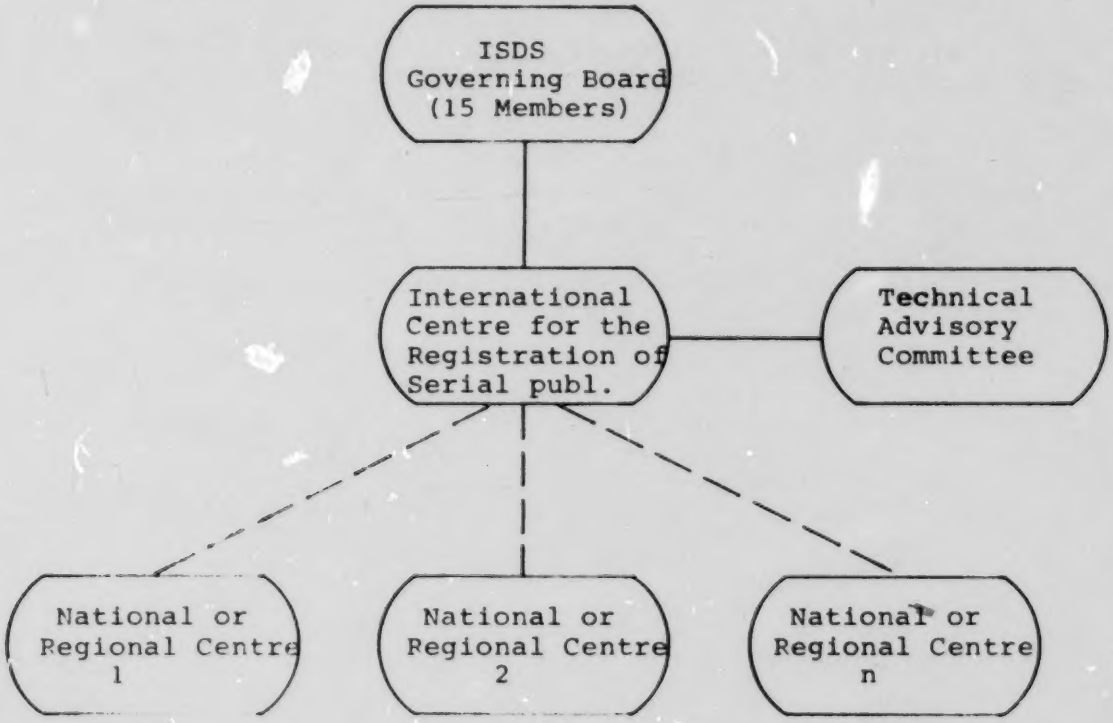


Fig. 1

2.1. ISDS GOVERNING BOARD

The Governing Board will consist of full and associate members.

The full members will include:

- a representative of the Director General of Unesco
- a representative of the French government
- representatives of other Unesco Member states that support ISDS activities through the maintenance of National or Regional Centres or by other contributions.

The associate members will include:

- representatives of international organizations closely associated with the work of ISDS such as ICSU AB, ICSU, ISO, FID, IFLA.

Membership of the Board will not excede 15.

The functions of the Governing Board are:

- to define the general operating policy of ISDS
- to control the programme and budget of the International Centre
- to examine the annual reports submitted by the Director of the International Centre.

The Board will hold annual meetings.
It will elect its President and define its own rules and administrative procedures. The Director of the International Centre will be, ex officio, Secretary to the Governing Board.

2.2. ISDS INTERNATIONAL CENTRE (IC)

The ISDS International Centre (IC) is established in Paris by the French government and Unesco.

As the central operational agency for ISDS the IC has the responsibility for establishing and maintaining a machine readable international file of serial publications, and for disseminating information from this file.
Because some of the registration, file building and file maintaining activities will be conducted on a decentralized basis, it is imperative that the full range of these activities be coordinated through the IC.

The IC will promote the establishment of National or Regional Centres. It is responsible for entering into legally binding agreements with national organizations that establish National or Regional Centres, and for assuring that such Centres operate within the spirit of ISDS.

For those countries where no such Centres exist the IC may assure responsibility for the registration of serial literature issued in these countries. Alternatively, with the agreement of the countries concerned a National Centre or Regional Centre may be requested by the IC to assure this responsibility.

Special plans will be designed to meet the requirements of developing countries.

The IC will promote close coordination between ISDS and international organizations such as ICSU, ICSU AB, ISO, FID, IFLA etc. in all areas connected with ISDS.
At least one member of the IC staff, or its Technical Advisory Committee, will serve as liaison representative to each of these organizations.

2.3. ISDS TECHNICAL ADVISORY COMMITTEE (TAC)

The IC will be assisted by a Technical Advisory Committee appointed by the Director of the IC in agreement with the Director General of Unesco.
The nominations will be ratified by the Governing Board.

The TAC will consist of experts acting in their personal capacity, and working in the field of serial publications, design or management of automated information systems.

Permanent membership of the Committee will not excede 10, but the Director of the IC will be authorized to invite other experts as consultants or observers.

The TAC will advise the IC on the full range of technical matters of concern to ISDS.

Meetings of the TAC will be convened by the Director of the IC as required, but no less frequently than once a year.

2.4. ISDS NATIONAL AND REGIONAL CENTRES

2.4.1. National Centres (NC)

The responsibility for the establishment of National Centres belongs to the respective governments which participate in the UNISIST programme.

The NC have the responsibility for the registration of serials published in their respective countries, and for contributing this information towards the establishment and maintenance of the international file.

The NC have a dual role:

- to assure bibliographic control of serials by systematic registration

- to respond to current user demand.

Every NC should take all due measures to balance these two objectives.

The NC are responsible for the dissemination of information from their national files. They may also maintain complete duplicates or subsets of the international file in order to serve their user community. Conditions under which these files may be reproduced or otherwise distributed are governed by the terms of agreement with the IC.

The NC will promote the use of ISSN within their territories. They will carry the main responsibility for the establishment of communications with publishers of serial literature, and should make every effort to obtain their active participation.

Each NC will operate in close coordination with the IC.

Serial literature published in areas where no NC exist will be registered by the IC or by ISDS Centres designated by the IC.

2.4.2. Regional Centres (RC)

For geographic, economic or linguistic reasons some countries may decide jointly to establish a Regional Centre.

The term Regional Centre could be applied to several types of organization:

a) a RC that would register all the serials produced in its territory. Its functions would be the same as those of a NC.

b) a two-tier RC that would register only the production of its own country, and forward information concerning the other countries of its territory to the IC for registration.

c) a RC whose sole function would be to collect information and to forward it to the IC for registration.

Regional Centres of types b) and c) will enter into special agreements with the IC in order to define suitable operational policies and methods of information exchange.

2. ISDS NETWORK INTERFACES

The ISDS is a network of data base maintainers and users.

The components of the ISDS network and the possible interfaces between these components are presented in Fig.2.

For ISDS to function each component must be able to interface with another with full knowledge of what services it can expect.

Efficient communication mechanisms must be developed between ISDS Centres in order to assure regular updating of ISDS files and timely response to user requests.

Communication between ISDS Centres and users will be primarily through NC and RC where such Centres exist. But some flexibility is desirable, especially during the early stages of ISDS development.

ISDS NETWORK

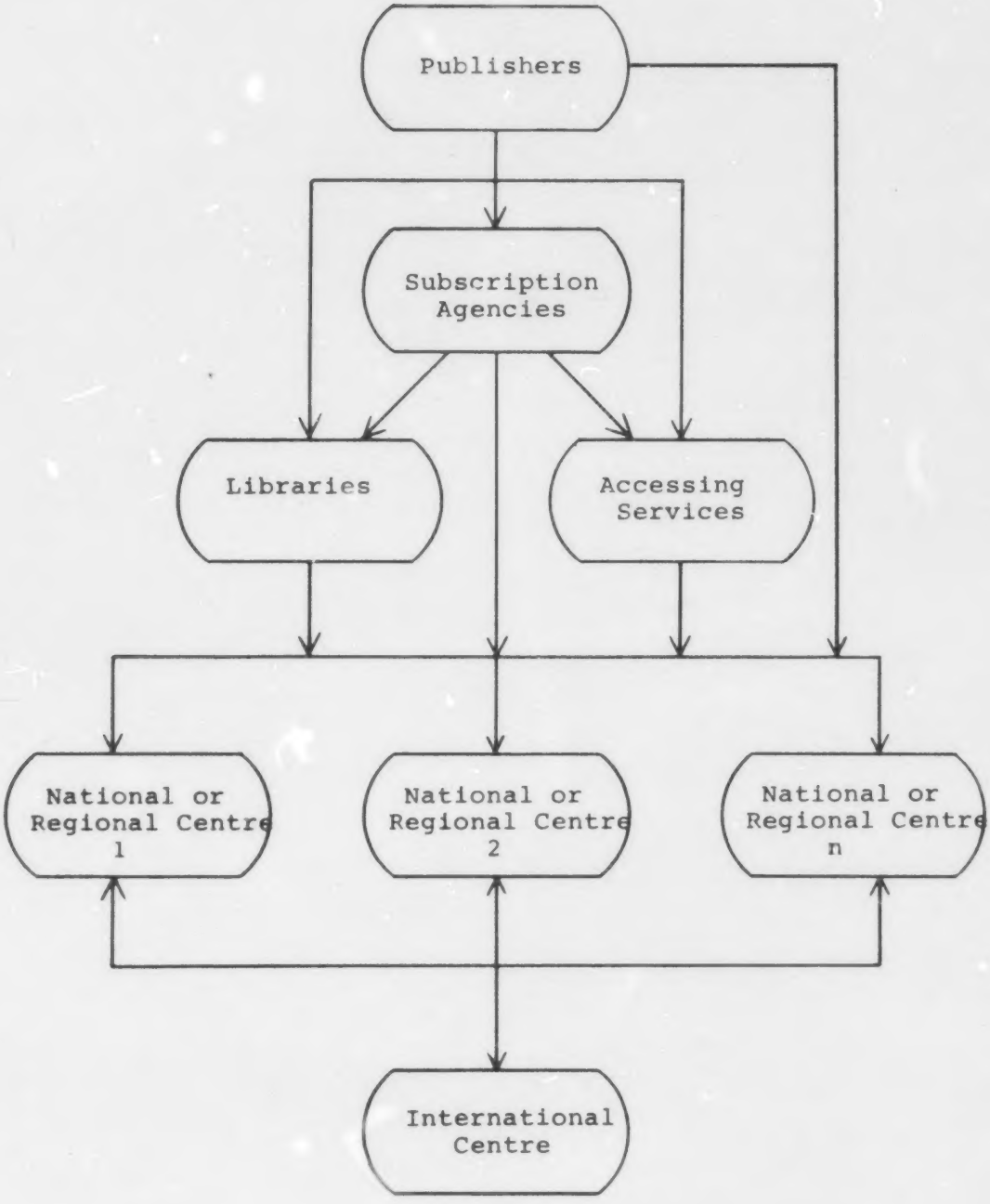


Fig. 2

2.6. ISDS COPYRIGHT CONSIDERATIONS

It must be clearly stated in all legal agreements between the IC and NC or RC, as well as in all such agreements between ISDS Centres and other organizations that:

a) The printed publications and computer readable services disseminated by ISDS Centres must not be used to generate subset publications or services that violate copyrights held by organizations that originally provided these subsets to ISDS for file building purposes.

b) No organization or individual can copyright any ISSN nor any ISSN and key title combination, nor will royalties be required for the use of ISSN, even though they may appear in copyrighted publications.

c) Printed publications and computer readable services produced by ISDS must not be used to generate publications or services that violate copyrights held by the IC or a NC or RC.

3. OPERATIONAL POLICIES

The following operational policies should govern the overall operations of ISDS and its International, National and Regional Centres.

3.1. SCOPE OF ACTIVITIES

ISDS Centres will develop and maintain national and international registers of serial publications, containing all the necessary information for the identification of the serials. In developing the registers, emphasis will be placed on new titles, current serials and response to user demand.

The registered information will be made currently available to all participating countries, organizations or individual users.

3.2. DEFINITION OF A SERIAL

For the purposes of ISDS, a serial is a publication in print or in non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, directories, etc.), journals, memoirs, proceedings, transactions etc. of societies, and monographic series.

It should be noted that this definition does not include works produced in successive parts for a period predetermined as finite, and that it allows the inclusion of unnumbered series.

3.3. ALLOCATION OF ISSN

3.3.1. Allocation of blocks of ISSN

The IC has sole responsibility for the allocation of ISSN to National and Regional Centres.

Blocks of ISSN will be assigned to National or Regional Centres for the registration of serials published in their territories. The blocks will be assigned only to established Centres.

Each NC or RC will receive a limited block of numbers. The purpose of this limitation is:

- to simplify checking, corrections and inclusions to the international file

- to prevent any subsequent assignment of meaning to ISSN.

The assignment of the initial block of numbers will be discussed in each case between the IC and NC or RC. Such direct contacts may permit special arrangements to be made where necessary.

3.3.2. Assignment of ISSN to individual serials

The NC or RC have sole responsibility for the assignment of ISSN to serials published in their respective territories.

These ISSN will be assigned to key-titles as established by ISDS Centres in accordance with the rules defined in section 4.

3.3.3. Assignment of ISSN to serials published by international organizations

Serials published by intergovernmental organizations will be registered by the IC on request from the organizations or from ISDS Centres.

Serials published by other international organizations will be registered by the NC of the country of publication.

3.4. COORDINATION OF FILE BUILDING ACTIVITIES

The ISDS concept of a two-tier system requires the following operational procedures, in order to coordinate the building and contents of the international, national and regional files.

- A clear understanding, in the form of a bilateral agreement or contract, must be reached between the IC and any new ISDS National or Regional Centre before it goes into operation. It will define the Centre's area of jurisdiction and its activities.

- All records introduced into ISDS files, at any level, must contain the basic set of data elements, required for the unambiguous and unique identification of a serial (see 4.3.).

- All records must be transliterated into Roman alphabet by the NC or RC before transmission to the IC.
The ISDS will use transliteration schemes which have been adopted as International Standards.
When no satisfactory ISO standards exist the IC will identify local transliteration practices and endeavour to coordinate them. It is intended to produce concordances of variant practices, as required.
Future supplements to the "Guidelines" will include full details of standards adopted by ISDS together with any such concordances that have been established.

- All records entered into national or regional files must be forwarded, without delay, to the IC for incorporation into its data files, and dissemination to other ISDS Centres.
The IC must be able to enter these records into its files without having to reexamine the serials.

- The machine readable records will be forwarded by the ISDS Centres to the IC at least once a month. In between, the IC must be kept continuously informed of newly assigned ISSN and key titles, preferably by supplying reproductions (cover, title page, masthead), bearing the ISSN and the key title.

- The IC will keep the NC or RC informed of all additions, corrections and deletions to records in the IC files (see 3.5.1.2).

- All information exchanged between ISDS Centres will be free of charge.

- ISO Standards will be followed whenever possible.
The use of draft standards will be coordinated by the IC, which will keep the other Centres informed of changes.

3.5. DISSEMINATION OF ISDS RECORDS

ISDS information will be disseminated by a number of regular publications in print and in machine readable form.

These publications will be supplemented by special services to be provided to users on request.

3.5.1. ISDS products

3.5.1.1. Register of serial publications

The IC will produce a printed register of its complete file that will contain all the information available in the machine records.

The register will consist of:

- a listing in ISSN sequense
- a listing in the alphabetical order of titles
- a classified index will be added if required.

The full entry will be placed in the ISSN list rather than the list of titles, in order to handle the cross references by using only ISSN.

Consideration will be given to the production of the register in microform.

3.5.1.2. New and amended titles

The ISSN register will be supplemented by a regular alerting service, emanating from the IC.
The bulletin will list the additions, corrections and deletions to records in the IC files.

Frequency of publication has not yet been established, but a bi-monthly service is foreseen.
The bulletin could be cumulated semi-annually and annually.

The bulletins will be made available, at no cost to ISDS Centres, and on a subscription basis to all users.

3.5.1.3. Magnetic tape services

The IC will supply to every NC or RC:

- a complete copy of the current master file in ISSN sequence , if the Centre wishes to maintain one

- a regular updating tape, also in ISSN sequence.

Subsets of the complete file will be supplied to organizations that have contributed information towards the establishment of ISDS files, in accordance with the agreements signed with these organizations.

Updating tapes will be supplied by ISDS Centres to all users on a subscription basis.

3.5.2. Special services

3.5.2.1. ISDS Centres will respond to requests for ISSN assignment to specific publications. Such requests must be backed by visual and bibliographic proof of existence of the publication.

Urgent requests may be answered by telephone or telex provided that the supporting documentation follows. Such procedures should, however, be limited to institutions that have reliable cataloguing staff, and are familiar with ISDS rules.

Requests involving large numbers of ISSN assignments must be negotiated in each case with the appropriate ISDS Centre.

3.5.2.2. Requests for special lists, e.g. classified lists, lists of publishers, may be made by special libraries, subscription agencies, international organizations or others.

As these lists will have to be extracted from the master file, such requests should be handled by the IC or by a NC that maintains a copy of this file.

4. OPERATIONAL PROCEDURES

To a large degree the successful operation of ISDS is dependent upon uniform application of common rules and formats.

These include the ISSN, rules for assigning ISSN to serial publications, the content of the ISDS data files at international, national and regional levels, the use of standard element specifications, tagging schemes, character sets and magnetic tape formats for interchange purposes (see also chapter 5).

4.1. THE ISSN (INTERNATIONAL STANDARD SERIAL NUMBER)

The following subsection is based on the text of the ISO draft standard nr. 45 E. Rev. - ISO TC/46/WG 1, adopted for ISDS purposes (ref. 12).

It has long been recognized that there is a need for a universally accepted, brief, unique and unambiguous identification code for serial publications.

Exchange of information about serials between computer systems of different organizations imposes the requirement for a standard code which should be numeric, since no single alphabet is used by most of these organizations.

Careful and thorough investigation has revealed that the ISSN should not attempt to incorporate any significance other than the unique identification of a serial; thus it should not seek to reflect characteristics of a serial so identified.

The ISSN should be hospitable to the entire population of serials, whether past, present or to be produced in the foreseable future.
An eight-digit number (one as a check digit) will be sufficient as the basis for numbering all serials.

For specific purposes the ISSN may be accompanied by related codes, for example for the identification of country of publication or of sub-units of a serial, such as volume and part.

4.1.1. Construction of ISSN

An ISSN consists of seven digits plus a check digit, written in the form: 1234-5679 (Arabic numerals Ø to 9).

Since the ISSN are likely to be used in the same context as codes designed for other purposes, such as the ISBN (International Standard Book Number), or local control numbers, a distinction should be preserved in the form of presentation when written or printed.

An ISSN should therefore be preceded by these letters, and appear as two groups of four digits, separated by a hyphen:

ISSN 1234-5679

The check digit is always located in the right-most (low-order) position, and is calculated in accordance with the following procedure:

4.1.2. Procedure for calculating the check digit for ISSN

The purpose of the check digit is to guard against errors caused by the incorrect transcription of numbers.

The check digit for ISSN is calculated on a modulus 11 basis, using the weighting factors 8 to 2. It is one of the most efficient systems for trapping transcription errors.

The procedure for calculating the check digit, which is automatically carried out in a computer, is as follows:

1. Take the digits of the base number	1 2 3 4 5 6 7
2. Take the weighting factors associated with each digit	8 7 6 5 4 3 2
3. Multiply each digit in turn by its weighting factors	8 14 18 20 20 18 14
4. Sum these products	8+14+18+20+20+18+14=112
5. Divide this sum by the modulus 11	112:11=10 remainder 2
6. Subtract the remainder from 11	11-2=9
7. Add the remainder to the right-most (low-order) position of the base number	1234-5679

If the remainder is 10, substitute an X in the check digit position. If there is no remainder, put a zero in the check digit position.

It should be noted that the check digit is regarded as an essential and inseparable part of the ISSN.

4.1.3. Printing on serial issues

The ISSN should be printed in a prominent position on or in each serial issue (front cover, back cover, title-leaf or imprint).
On a periodical the ISSN should, whenever possible, appear in the top right hand corner of the front cover.

When an international standard bibliographic identification strip is used, the ISSN should be printed as part of that strip on each serial issue.

If a serial issue bears an ISBN as well as an ISSN (for example a volume of a monographic series, intended to be continued indefinitely, or a yearbook etc.), the two numbers should appear together, each with its own prefixed characters.

4.1.4. General rules for ISSN assignment

Only one ISSN may be assigned to a given serial, at any given time, regardless of the number or kinds of titles that are carried concurrently on, or in the serial, or the various forms or kinds of titles which libraries, accessing services or others may associate with the serial.

Once assigned, an ISSN may not be reassigned.

If it is necessary to cancel an ISSN assignment, that ISSN must be retired permanently.

For purpose of controlling ISSN assignment, it has been internationally agreed that it is necessary to select for each serial, receiving an ISSN, a commonly acceptable form of the title, called the key-title, and inseparably to associate the ISSN with the key-title.

4.2. KEY-TITLE

The key-title is a name ascribed to a serial publication and is inseparably associated with its ISSN.

In parallel with the development of the ISDS Guidelines, work is proceeding on an International Standard Bibliographic Description for Serials (ISBDS), which at the time of writing is not yet finished (ref. 2.). A close relationship exists between the forms of title used by ISDS and in the ISBDS. This relationship will be defined as part of the ISBDS.

The key-title is established by the ISDS Centre responsible for the registration of the serial.
It is derived from the title information appearing in the publication, and it will be entered in the original language, transliterated if necessary.

The sub-title is not part of the key-title.

When a serial has two or more different titles appearing on different parts of the publication (cover, title-page, masthead), the information on the title-page should be given preference.
Any other titles are entered as variant titles (see section 4.3.).

If the title as it appears in the piece is distinctive it will be used as the key-title.

Example: Scientific American

Fortschritte der Physik

If the title as it appears on the piece begins with or contains the name of the issuing body, and the name of the issuing body is grammatically inseparable from the rest of the title, then the title, beginning with or including the name of the issuing body, is the key-title.

Example: Journal of the American Chemical Society

Society of Petroleum Engineers Journal

If the title information on the piece contains a generic word,[1] and that word is not grammatically linked to the name of the issuing body, the key-title is to begin with the generic word, followed by the name of the issuing body.
The name of the issuing body will be transcribed in the sequence and form given in the piece. It will be linked to the generic word by a dash (space dash space).

Example: Bulletin - American Physical Society

Transactions - American Society for Metals

It is to be noted that a comma or other punctuation marks are not considered to constitute grammatical links.

If the name of the issuing body is the only title present, this name will be used as key-title, and transcribed in the sequence and form given in the piece.

Example: Association des Diplômés Universitaires Scientifiques, Juridiques et Economiques

(1) A generic word in a serial title is one which indicates the kind and/or periodicity of a publication such as: Abhandlungen, Annales, Berichte, Bulletin, Cahiers, Comptes rendus, Yearbook etc.

4.2.1. Articles

An article is omitted if it occurs as the first word of a key-title, except if the article forms part of a place or other name.

Example: Los Angeles Medical Society Bulletin

4.2.2. Acronyms and Initials

If the title contains an acronym or set of initials, it should be constructed as follows:

a) The acronym is part of the full title

If the acronym is inseparable from the rest of the title it should be retained as part of the key-title, as it appears on the piece.

Example: IEEE Transactions

ALA Bulletin

Bulletin de l'Unesco à l'intention des Bibliothèques

The title containing the expanded form of the acronym or initials should be entered as a variant title.

b) The acronym is not part of the full title

If the title consists of a set of initials prominently displayed, and the expanded form is also present, the key-title will begin with the acronym, followed by the expanded form in parenthesis.
The expanded form will also be entered as a variant title.

Example: Key-title: BLM (Bonniers Literary Magazine)

Variant title: Bonniers Literary Magazine

If the acronym and the expanded form do not match, the same procedure should be followed.

Example: Key-title: BPR (American Book Publishing Record)

Variant title: American Book Publishing Record

c) The acronym is the only title present

If the acronym is the only title given in the piece, it should be considered a distinctive title.

Example: GP

QTC

The expanded form should be entered as a variant title whenever possible.

4.2.3. Numbers

4.2.3.1. If numbers appear in a title they will be entered in Arabic numerals. The number will be spelled out in the original language in a variant title.

Example: Key-title: 4 Corners Power Review
Variant title: Four Corners Power Review

4.2.3.2. If the number appearing in the title is the number of a conference in a series of conferences, it will be omitted in the key-title.

Example: 2. Tagungsbericht der Österreichischen Gesellschaft für Gefässchirurgie
Key-title: Tagungsbericht der Österreichischen Gesellschaft für Gefässchirurgie

4.2.3.3. Any numbers or other information relating to chronological series designation, as opposed to subject series divisions, must be excluded from the key-title.

Subject series

Example: Bulletin Signalétique. Section 101. Information Scientifique et Technique
Key-title: Bulletin Signalétique. Section 101. Information Scientifique et Technique

Chronological series

Example: Nuovo Archivo Veneto. Ser. 2 (1891-1900)
Nuovo Archivo Veneto. Ser. 3 (1901-)
Key title: Nuovo Archivo Veneto

4.2.4. Punctuation. Capitalization. Diacritics

Punctuation should be added, if necessary, and it should be kept simple. The full stop should be used as internal divider.

Example: Bibliographie. Dokumentation. Terminologie

Journal of Polymer Science. Part A. General Papers

The dash will be used to link generic words and issuing body (see 4.2. p.23).

Parenthesis will be used to enclose words added to the title to make it distinctive (see 4.2.6,).

Rules for capitalization should be determined by each NC or RC according to preferred local usage. Where possible, a description of the practices adopted should be made available to other participants in ISDS.

ISDS policy will be to include diacritics in ISDS files, in accordance with national usages, and they are therefore an input requirement.

Capitalization and diacritics will be ignored in determining the filing sequence used in outputs produced by the IC.

4.2.5. Parallel titles

If the serial has two or more titles in different languages, and if one is given prominence (e.g. printed in large type), the one given prominence is to be used as the basis for the key-title.

If no typographic distinction is made, the one appearing first will be used as the basis for the key-title.

The other titles will be entered as variant titles.

Example: Key-title: Archives Européennes de Sociologie

Variant titles: European Journal of Sociology

Europäisches Archiv für Soziologie

When a sequence of appearance is difficult to determine (e.g. separate title-pages, English at front - Arabic at rear), preference should be given to the title that is most related to the place of publication (town).

4.2.6. Identical titles

4.2.6.1. If a key-title, derived as so far defined, is identical with the key-title of another serial, it shall be further distinguished by giving the place of publication (town) and, if necessary, the starting date or any other information needed to make the title distinctive.

This information will appear in parenthesis immediately after the main part.

Example: Transactions of the Illuminating Engineering Society (London)

Transactions of the Illuminating Engineering Society (New York)

Once a key-title has been assigned without qualifying information, this assignment will not be changed in the event of a duplicate title being entered into ISDS.

This original title, plus qualifying information, will however be entered as a variant title.

Examples: Key-titles: Medicina
Variant title: Medicina (Rijeka)

Medicina (Tokyo)

Medicina (Madrid)

Key-titles: Recherches
Variant title: Recherches (Paris. 1952)

Recherches (Paris. 1953)

Recherches (Paris. 1961)

If it is ascertained at the time of determining the key-title that there exist other publications with the same title, additional information may be included, even though the duplicate titles may not be present in ISDS files.

4.2.6.2. When a serial is published which is identical to another serial (in contents, language, etc.), but has a different format designed for a specific clientele, each different format will receive its own ISSN provided that a separate key-title is devised.

Examples: Antigone (Braille)
New York Times (Microform edition)

4.2.6.3. When a serial has editions in different languages, and the titles of these editions are identical, each edition will receive its own ISSN, provided that a separate key-title is devised.

Example: Nouvelles de Paris
Nouvelles de Paris. English version
Nouvelles de Paris. Deutsche Übersetzung

If this information does not appear on the publication it will be entered in parenthesis.

Example: Réalités
Réalités (English edition)

4.2.7. Supplements

4.2.7.1. A continuing supplement of a serial will receive its own key-title and ISSN.

Examples: Parent publication: Journal of Mammalogy
Supplement: Recent literature of Mammalogy

Parent publication: Main Economic Indicators
Supplement: Industrial Production

4.2.7.2. If the title of the supplement is identical with the title of the parent publication, it must be made distinctive by adding the word supplement.

Examples: Solid State Physics. Supplement

Canadian Statistical review. Weekly supplement

If this information does not appear on the publication, it will be entered in parenthesis.

4.2.8. Serial published within another serial

When there is a serial published within another serial, or a sub-series other than a continuing supplement, a separate key-title and ISSN will be assigned to it, provided the title is distinctive.

Examples: Key-title of serial: Libri

Key-title of inset: IFLA Communications (also issued as bound volumes)

Key-title of main-series: Actualités scientifiques et industrielles

Key-title of sub-series: Chimie des substances naturelles

4.2.9. Changes in the key-title

Whenever the wording of the title as it appears on the serial changes, a new key-title and a new ISSN must be assigned. The simplest rule to follow in defining a title change would be:

Any change in one or more words or characters in a word, or the addition or deletion of any word, constitute a valid title change.

However, this policy would cause a considerable number of new assignments with the resulting amount of ISDS file updating, and it is necessary that some exceptions be employed.

4.2.9.1. Changes that result in new key-titles

Changes in the title wording that result in new key-titles include:

a) different or deleted or additional nouns, names or adjectives, except added sub-titles.

Examples: Library Science Abstracts
Library and Information Science Abstracts

Corde d'Airain
Corde

b) different order of the words.

Examples: Science Progrès. Nature
Nature. Science Progrès
Science Progrès. La Nature

Journal of the Television Society
Television Society Journal

c) a change in the name of an issuing body which is part of the key-title.

Examples: Abstracts - British Gelatine and Glue Research Association
Abstracts - Gelatine and Glue Research Association

Bulletin - Musée Commémoratif Victoria
Bulletin - Musée National du Canada

d) where the name of the issuing body is grammatically linked to the rest of the title, a change in the form of the name, for example from full words to an abbreviation, set of initials or acronym.

Example: UCLA Law Review
University of California Los Angeles Review

e) changes in spellings of existing words, if the change occurs with the initial letter of the word or changes the meaning of the word; any change in an acronym or set of initials.

Examples: Sociaal Kompas
Social Compas

P.T.T. Bulletin
P.T.T.I. Bulletin

4.2.9.2. Changes that do not result in the assignment of a new key-title

a) Different, additional or deleted articles, prepositions and conjunctions, or different order thereof that have no effect on the order of the significant words.

Examples: La Croix du Dimanche
La Croix Dimanche

Boletin - Asociacion Archivistica Argentina
Boletin de la Asociacion Archivistica Argentina

It should be noted that a change in grammatical linkage does not affect the key-title when the place of the generic word is not changed.

b) Minor changes in the names of the issuing body which is part of the key-title, particularly if the acronym used by the body is not affected by the change.

Example: Yearbook - American Society for Testing and Materials (ASTM)

Yearbook - American Society for Testing Materials (ASTM)

c) Substitution of conjunctions with a plus sign (+) or an ampersand (&).

d) Addition of words, previously added to the key-title to make it distinctive.

Example: Economic Bulletin (Accra)

Economic Bulletin of Accra

e) Changes in spelling, other than in first letters that do not affect the meaning of the words.

Example: Antropozoikum

Anthropozoikum

f) Changes in typographic prominence and similar changes which do not alter the nature of the publication.

All titles with minor changes will be entered as variant titles.

In doubtful cases, the National Centre is the final authority in defining major or minor changes.

4.2.9.3. Merges

When two or more serials become merged, the new serial thus created will receive a new ISSN, provided a new key-title is created in the process.

Example: Archivio e Rassegna Italiana di Ottalmologia
Former titles:
Archivio di Ottalmologia
Rassegna Italiana d'Ottalmologia

If one of the original titles is continued, its ISSN will also continue.

4.2.9.4. Splits

When a serial splits into two or more serials, a new ISSN will be assigned to each new key-title thus created.

Example: Scottish Abstracts of Statistics
Scottish Economic Bulletin
Both previously part of:
Digest of Scottish Statistics

If the original title continues after the split, its ISSN will also continue.

4.2.9.5. Resumption of publications under the same title

When an earlier key-title is resumed after an interval of publication under another title, a new ISSN will be assigned, and the resumed title will be distinguished by the new start date in parenthesis.

Example: Revue d'immunologie

Revue d'immunologie et de thérapie antimicrobienne

Revue d'immunologie (1970)

4.2.9.6. Facsimiles

A facsimile edition or a reprint of a serial will receive its own ISSN. Its key-title will be distinguished from the original by adding parenthetical information.

Example: William and Mary quarterly (Reprint)

Revue wagnérienne (Réimpression)

The original publication should be entered at the same time.

4.3. DATA ELEMENT CONTENT OF ISDS FILES

All ISDS files will contain a common set of data elements, considered to be sufficient for identifying and registering serial publications.

The elements marked E in the list on the following page are considered essential for input in every case (even if Centres have to search for and identify them).

It is recognized that the data elements marked O may not be available, and therefore may be left blank initially. They must, however, be provided as soon as possible.

The data elements marked X will be provided if readily available.

NC or RC will need to add whatever other fields they require for more detailed cataloguing or union listing purposes.
These added data elements must not be entered in fields designated for the ISDS common set of data elements.

LIST OF ISDS DATA ELEMENTS

E: Elements considered essential for input in every case
O: Elements which may be left blank initially
X: To be provided if available

1. Date of entry or most recent amendment.... E
2. Centre code..... E
3. ISSN..... E
4. Publication status..... O
5. Start date..... E
6. End date..... O
7. Country of publication..... E
8. Frequency..... O
9. Type of publication..... O
10. Alphabet of original title..... E
11. Language of publication..... O
12. CODEN (and other codes)..... X
13. Classification numbers..... O
14. Key-title..... E
15. Abbreviated title..... O
16. Variant title (s)..... E
17. Imprint..... E
18. Former title(s)..... O
19. Successor title(s)..... O
20. Other language edition of..... O
21. Has other language edition(s)..... O
22. Inset in or supplement to..... O
23. Has inset or supplement..... O
24. Related title(s)..... O
25. Coverage by abstracting services..... X

4.4. ISDS DATA ELEMENT DEFINITIONS

1. Date of entry or most recent amendment

The year, month and date, in Arabic numerals, at which the record was entered or updated by the ISDS Centre.

Example: 29 November 1972
72 11 29

2. Centre code

Each ISDS Centre will be assigned a one-character code (0-9, a-z).
The code will be assigned in chronological order, as follows:

0 - International Centre
1 - US National Centre
2 - UK National Centre
etc.

3. ISSN (International Standard Serial Number)

See section 4.1.

4. Publication status

A one-character code indicating the status of the serial:

c: currently published
d: discontinued
?: status unknown

5. Start date

A four digit number, giving the year of first issue of the title.

6. End date

A four digit number, giving the year of last issue of the title.

7. Country of publication

The name of the country of publication is given in coded form. The three character alphabetic code, listed in: Draft standard ISO "Code for the representation of names of countries", will be used (ref. 13).

The country of publication is indicated by the address of the publisher. If the publisher has several addresses listed on the publication, the country first listed or the one given typographical prominence will be chosen.

Example: New York, London, Pergamon. -
Country of publication: USA

All places of publication (towns) will be given under "imprint".

If the address lists several publishers in two or more countries, the country of publication will be that of:

- the publisher given typographical prominence
- the publisher first listed

Example: Bruxelles, Presses Universitaires;
Paris, Eyrolles. -

Country of publication: BEL

Both addresses will be given under "imprint".

8. Frequency

A one character code will give the frequency as follows:

x: completely irregular (known to be)
d: daily
c: semiweekly (twice a week)
w: weekly
e: biweekly (every two weeks)
s: semimonthly
m: monthly
b: bimonthly
q: quarterly
f: semiannual
a: annual
g: biennial (every two years)
h: triennial (every three years)
t: three times a year
z: other
?: unknown

The information will be given when readily available.

9. Type of publication

A one character code will give the type of serial as follows:

p: periodical
m: monographic series
n: newspaper
ø (blank): none of these types
?: type unknown

10. Alphabet of original title

This element is used to record a single character code, indicating the original alphabet of the title as it appears in the piece.

a: basic Roman
b: Roman (extended)
c: Cyrillic
d: Japanese
e: Chinese
f: Arabic
g: Greek
h: Hebrew
z: other

This list will be extended if necessary.

11. Language of publication

The language of the text is recorded by the use of a three character alphabetical code (ref. 17).
If the work is multilingual, the code "MUL" will be used.
If the work is a translation, the language recorded will be that of the translation.

12. CODEN (and other codes)

The CODEN is a five character code, plus a check character, which will be given when readily available.

National Centres may add in this data element any national or regional codes they may require.

13. Classification numbers

a) Library of Congress Classification number

b) Universal Decimal Classification numbers (UDC)

c) Dewey Decimal Classification numbers (DDC)

The NC may use either UDC or DDC.
LC class number may be provided only if the others are not available.

The IC will use UDC for any work for which it is responsible.

For the establishment of classified files, the three elements will be searched.

14. Key-title

See section 4.2.

15. Abbreviated title

This data element is used for the abbreviation of key-title. The abbreviated title will be established by the ISDS Centres in accordance with: "Documentation - International code for the abbreviation of title of periodicals", and "International List of Periodical Title Word Abbreviations" (ref.9. and 11).

The abbreviated title is considered an essential data element. It is marked O in the general list of ISDS data elements, because the necessary word abbreviations may not be immediately available.

16. Variant title(s)

This data element is used to register forms of the title other than the key-title.
All variant titles will be listed in the title index, and will refer to the key-title.

17. Imprint

This element is used to enter the name of the publisher and the place of publication (town), in original language, transliterated into Roman alphabet if necessary.

- If the given publisher has several places of publication (towns), all should be entered.

- If the serial has several publishers, all should be entered in the order in which they appear in the publication.

For the choice of country of publication see 4.4.7.

The names of publishers will be entered in as brief a form as understandable.

18. Former title(s) (ISSN) [1]

This data element is used to register the ISSN of the latest previous title only. If the given title results from the merging of two or more titles, all the corresponding ISSN will be entered.

19. Successor title(s) (ISSN) [1]

This element is used to register the ISSN of the title under which the serial has continued publication.
If several changes have occured in chronological sequence, only the immediate successor is recorded.
If the present title is split into two or more titles, all the ISSN will be entered.

20. Other language edition of (ISSN) [1]

This data element is used when the given serial is a translation, or an edition in a different language, of another title. It contains the ISSN of the parent publication.

---

(1) If an ISSN is not initially available, it should be possible to enter a serial title in this data element.

21. Has other language edition(s) (ISSN) [1]

This element is used when the given serial is translated into another language, or languages.
The ISSN of all other language editions should be recorded here.

22. Inset in or supplement to (ISSN) [1]

If the given title is published as a supplement or a sub-series of another title, the ISSN of the parent title will be entered.

23. Has inset or supplement (ISSN) [1]

This element is used to record the ISSN of any other title which is published as part of or supplement to the given title.

24. Related title (s) (ISSN) [1]

This element is used to record the ISSN of any other title which is related to the given title in a manner not specified above.

25. Coverage by abstracting services

This is a provisional element in which the information should be entered whenever available.

The data recorded in this element will depend on the availability of the information.

---

(1) If an ISSN is not initially available, it should be possible to enter a serial title in this data element.

5. ISDS RECORD STRUCTURE, CONTENT AND INTERCHANGE SPECIFICATIONS

Each ISDS Centre is at liberty to design and maintain its computer based ISDS file processing systems in accordance with local computer configuration and software requirements.

However, all computer readable records emanating from ISDS Centres, must be available in a common interchange format, using a common set of data elements (see 4.3.), a common data element tagging scheme, agreed upon data elements form and content specifications, and a common character set.

5.1. RECORD STRUCTURE

ISDS Centres will use the structure of communication format for bibliographic records, outlined in: "Draft standard ISO/DIS 2709. Bibliographic information interchange. Format for magnetic tape recording " (ref.14.).

5.2. RECORD CONTENT

ISDS format is based on the Marc Serials format. The subset of the Marc Serials format used for ISDS purposes, has undergone some changes, defined in agreement with the Marc office (ref. 4.).

5.2.1. ISDS format

Control fields

1. Date of entry or most recent amendment

Fixed field.

Tag: ØØ8

Number of characters: 6

Character position: Ø to 5

The field is divided into three sub-elements of two characters each.

72 11 29

2. Centre code

Fixed field.

Used to store the code of the Centre responsible for the record.

Tag: ØØ8

Number of characters: 1

Character position: 1Ø

3. ISSN

Variable field.

Used to store the International Standard Serial Number.

Tag: Ø22

Subfield code: a

The indicators in this field are blank.

Fixed length fields

	Name of data element	Number of char.	Char. position
4.	Publication status	1	6
5.	Start date	4	7-10
6.	End date	4	11-14
7.	Country of publication	3	15-17
8.	Frequency	1	18
9.	Type of publication	1	21
10.	Alphabet of original title	1	33
11.	Language of publication	3	35-37

Variable fields

12. CODEN (and other codes)

Tag: Ø3Ø

Subfield codes:

a CODEN

b other codes

First indicator: blank

Second indicator: blank

13. Classification numbers

a) Library of Congress class number

Tag: Ø5Ø
Subfield code: a
First indicator: blank
Second indicator: blank

b) UDC number

Tag: Ø8Ø
Subfield code: a
First indicator: blank
Second indicator: blank

c) DDC number

Tag: Ø82
Subfield code: b (full version)
First indicator: blank
Second indicator: blank

14. Key-title

Tag: 222
Subfield code: a title
b added parenthetical information
First indicator: blank
Second indicator: blank

15. Abbreviated title

Tag: 21Ø

Subfield code: a

First indicator: blank

Second indicator: blank

16. Variant title

Tag: 246

Subfield code: a

First indicator: blank

Second indicator:

0: access for portions of title

1: title in other languages

3: Added title, used for all other titles not specified, including minor changes of key-title

4: cover-title

17. Imprint

Tag: 26Ø

Subfield codes: a Place of publication

b Publisher

c Date of publication, when substantially different (e.g. reprint date)

The indicators in this field are blank.

18. Former title

Tag: 78Ø

Subfield codes:

x ISSN

t title

First indicator: blank

Second indicator:

Ø: continues

1: continues in part

2: supersedes

3: supersedes in part

4: formed by the union of... and...

5: absorbed

6: absorbed in part

19. Successor title

Tag: 785

Subfield codes:

x ISSN

t title

First indicator: blank

Second indicator:

Ø: continued by

1: continued in part by

2: superseded by

3: superseded in part by

4: absorbed by

5: absorbed in part by

6: split into...and...

7: merged with...to form...

8: changed back to

20. Other language edition of

Tag: 759
Subfield codes:
x ISSN
t title
First indicator: 2
Second indicator: blank

21. Has other language edition(s)

Tag: 769
Subfield codes:
x ISSN
t title
First indicator: 2
Second indicator: blank

22. Inset in or supplement to

Tag: 779
Subfield codes:
x ISSN
t title
First indicator: 2
Second indicator: blank

23. Has inset or supplement

Tag: 789
Subfield codes:
x ISSN
t title
First indicator: 2
Second indicator: blank

24. Related title

Tag: 787
Subfield codes:
x ISSN
t title
First indicator: 2
Second indicator: blank

25. Coverage by

Tag: 510
Subfield codes:
x ISSN
t title
First indicator: blank
Second indicator: blank

5.3. INTERCHANGE SPECIFICATIONS

5.3.1. Format for magnetic tape for information interchange

ISDS Centres will use the 9 track 32 RP mm (800 RPI) magnetic tape, defined in ISO standard ISO/R/1863 (ref. 10).

5.3.2. Character set

ISDS Centres will use the ASCII-8 character set, defined in ISO standards ISO/R/646 and ISO 2022, supplemented by the character set proposed by the Unisist/ICSU-AB Working Group on Bibliographic Descriptions (ref.7).

References:

1. General Conference of Unesco. 16th session. Resolution 2141. - Paris 1970.

2. International Standard Bibliographic Description for Serials (ISBDS). - IFLA. (In preparation).

3. MARTIN, M.D. and BARNES, C.I. - Report on the feasibility of an International Serials Data System, and preliminary systems design. Prepared for UNISIST/ICSU AB Working Group on Bibliographic Descriptions. - London 1970.

4. Serials, a MARC format. - Washington, Library of Congress, 1970.

5. Serials, a MARC format. Addendum 1. - Washington, Library of Congress, 1971.

6. Serials, a MARC format. Editing guide. - Washington, Library of Congress, 1971.

7. UNISIST/ICSU AB Working Group on Bibliographic Descriptions. Reference Manual. - 1972.

8. UNISIST. Study report on the feasibility of a World Science Information System. - 1972.

Standards to be used by ISDS Centres

9. International list of periodical title word abbreviations. Prepared for the UNISIST/ICSU AB Working Group on Bibliographic Descriptions.- 1970.

10. ISO/R 1863. 9-track 32 RP mm (800 RPI) magnetic tape for information interchange.

11. ISO 4 - 1972 (E) ISO/TC 46. Documentation. International code for the abbreviation of titles of periodicals. - 1972.

12. ISO/TC 46/WG 1 (Secretariat - 30) 45 E (Rev.). International Standard Serial Numbering (ISSN). First draft proposal. - 1972.

13. ISO/TC 46 (The Hague 1972 - 4) 1113 E. Draft standard ISO. Code for the representation of names of countries. - 1972.

14. ISO/TC 46. Draft standard ISO/DIS 2709. Bibliographic information interchange. Format for magnetic tape recording. - 1972.

15. ISO/TC 97. Draft international standard ISO/DIS 646. 7-bit coded character set for information processing interchange. - 1972.

16. ISO/TC 97. Draft international standard ISO/DIS 2022. Code extension techniques for use with the 7-bit coded character set of ISO 646. - 1972.

17. Revised list of language codes, recommended by Working Group on Bibliographic Codes. (For use in the MARC II format). - 1971.

APPENDIX I

Extended character set; graphic definition

Upper case	A, B, ... X, Y, Z	26 characters
Lower case	a, b, ... x, y, z	26 characters
Arabic numerals	0, 1, ... 9	10 characters

Diacritics: 17 characters

`	grave
´	acute
^	circumflex
~	tilde
°	superior circle
˙	superior dot
.	inferior dot
˝	double acute
đ	d with crossbar
˘	breve
ˇ	hacek
¯	macron
_	underscore
¨	umlaut
¸	cedilla
˛	right hook
ʼ	high comma diacritical

Special characters: 13 characters

Ł upper case	ł lower case	Polish
Ø	ø	Scandinavian
Đ	đ	Icelandic and others
Þ	þ	Icelandic
Æ	æ	Danish and others
Œ	œ	French, Icelandic, etc.
	ı	Turkish

Symbols 27 characters + "superscript - subscript"

'	apostrophe
*	asterisk
[	open brackets
]	closed brackets
:	colon
#	number or sharp
≠	not equal
$	dollar
=	equal
→	arrow
"	quotes
£	pound
(	open parenthesis
)	closed parenthesis
&	ampersand
+	plus
.	period
!	exclamation
¡	reversed exclamation
?	question
¿	reversed question
;	semi colon
%	percent
_	long hyphen
-	hyphen
,	comma
	superscript (number, letter ( ) + -)
	subscript (number, letter ( ) + -)

APPENDIX II

Internal representation of the extended character set (ASCII-8)

	0	1	2	3	4	5	6	7
0	NUL		SP	0	@	P	`	p
1			!	1	A	Q	a	q
2			"	2	B	R	b	r
3			£	3	C	S	c	s
4			$	4	D	T	d	t
5			%	5	E	U	e	u
6			&	6	F	V	f	v
7			'	7	G	W	g	w
8			(	8	H	X	h	x
9			)	9	I	Y	i	y
10			*	:	J	Z	j	z
11		ESC	+	;	K	[	k	
12			,		L		l	
13			-	=	M	]	m	
14	SI		.	>	N	^	n	←
15	SO		/	?	O	_	o	DEL

Internal representation of the extended character set - diacritics (ASCII-8)

	0	1	2	3	4	5	6	7
0	NUL						˘	
1			´					
2			˝	¸				
3				˛				
4								
5			˘					
6								
7			—	˙				
8			˚	˙				
9			¨					
10								
11		ESC	˛					
12						ˇ		
13			˜					
14	SO					^		
15	SI							DEL

Internal representation of the extended character set - other alphabets and punctuation (ASCII-8)

	0	1	2	3	4	5	6	7
0	NUL							
1				Đ				
2				ł				
3			—	ø				
4			¿	þ				
5			¡					
6								
7				đ				
8				ŧ				
9				ø		Æ		
10				þ		Œ		
11		ESC				æ		
12						œ		
13						ß		
14	SO							
15	SI							DEL

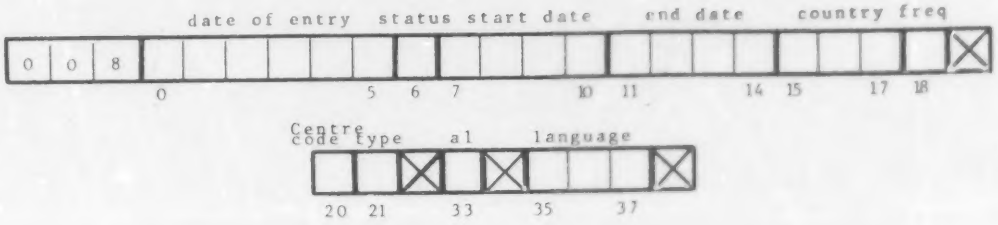
Internal representation of the extended character set - symbols (ASCII-8)

	0	1	2	3	4	5	6	7
0	NUL							
1								≠
2			→					
3								
4				≠				
5								
6								
7								
8								
9								
10								
11		ESC						
12								
13								
14	SO							
15	SI							DEL

APPENDIX III

I S D S Serial data
transmittal sheet

Name of Centre:
Date of transmittal:



Elements to be assigned by ISDS Centres only	
ISSN	022 ⊭⊭ $a
Abb key t	210 ⊭⊭ $a
Key title	222 ⊭⊭ $a
Var t	246 ⊭, $a
Imprint Place	260 ⊭⊭ $a
Publ	$b
d repr	$c

CODEN	030 ## $a
LC	050 ## $a
UDC	080 ## $a
DDC	082 ## $b
Cov by	510 ## $x
	510 ## $a
Oth lang ed of	759 2# $x
	759 2# $t
Has oth lang ed	769 2# $x
	769 2# $t
Suppl to	779 2# $x
	779 2# $t
Former t	780 #_ $x
	780 #_ $t
Succ t	785 #_ $x
	785 #_ $t
Rel t	787 2# $x
	787 2# $t
Has suppl	789 2# $x
	789 2# $t